Application To Pay Filing Fees in Installments

This procedure explains how to docket an application to pay filing fees in installments using the electronic case filing system (ECF). Applications to pay filing fees in installments must be filed immediately after a new case is opened. Cases opened on the ECF system without the fees being paid or accompanied by an Application to Pay Installments, may not be considered filed but rather "Received for Filing by the Court" only.

Step 1   Click the Bankruptcy hyperlink on the ECF **MAIN MENU**.

Step 2   The **BANKRUPTCY EVENTS** screen displays.

• Click the **Motions/Applications** hyperlink.

**Step 3**   The **CASE NUMBER** screen displays.

• Enter the correct case number (yy-nnnnn) or (yy-nnnn) including the hyphen.

•   Click **Next** to continue.

   Note: If the system prompts that you have entered an invalid case number,
                      click the browser **Back** button to try again.

Step 4   The **LIST OF MOTIONS/APPLICATIONS** screen displays. Check the name
                    to be sure you are filing the document in the correct case.
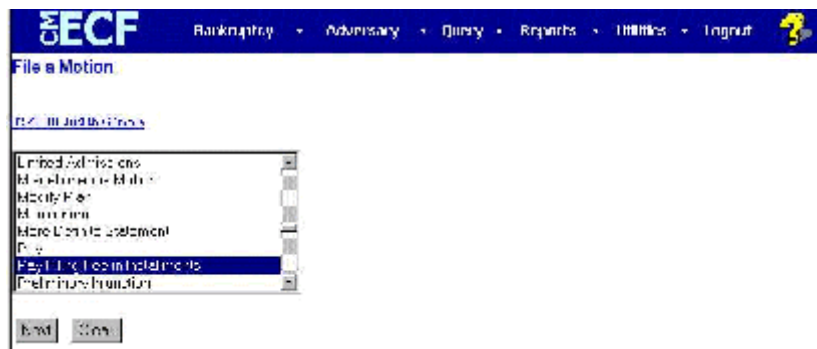
•   Scroll to display the Pay Filing Fee in Installments event.

Hint: There is a shortcut to scrolling. Try typing the first letter of the motion you are
        trying to file and the list will scroll to the first event beginning with that letter.

•   Click to highlight.

•   Click **Next**.

Step 5   The **JOINT FILING WITH OTHER ATTORNEY** screen displays.

- Check the box if you are making a joint filing. Do not check the box if you are not making a joint filing.
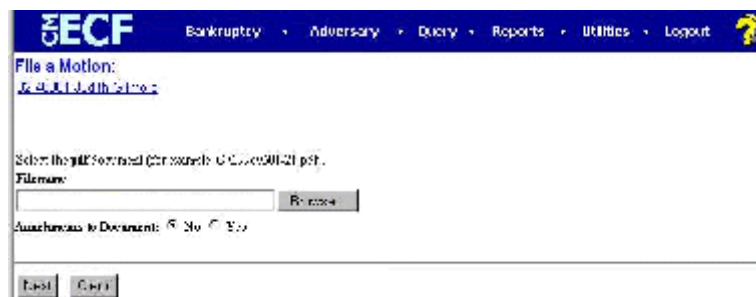
- Click **Next**.

Step 6   The **PARTY SELECTION** screen displays.

- Scroll the list to find the party you are filing the document for, if the name does not appear, you must add them to the database then select them.

- Click to highlight the name.

- Click **Next**.

**Step 7**   The **SELECT THE PDF DOCUMENT SELECTION** screen displays.

- Click the **Browse** button to navigate to the directory where the appropriate PDF file is located.

- Right-click for a pop-up menu, then Click **Open**. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to **File**, simply close down the Reader and you will pop back to the file upload screen.

- The PDF file you selected should still be highlighted. Click **Open**.

- Click **Next** to continue.

Step 8   The **MODIFY TEXT** screen displays.

- A supplemental text box window and the prefix box are available to add more detail to the docket text.

- Click the down arrow to display the prefix options.

- Add detail to the final text if appropriate.

- Click **Next** to continue.

Step 9   The **FINAL DOCKET TEXT** screen appears.
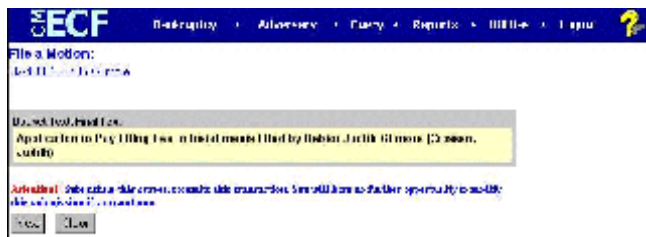
- Confirm any text added is correct.

Note: At this point, your document has not been filed. If you need to cancel
                   or abort this transaction, click on any of the Main Menu options and
                   the transaction will not take place. Clicking **Next** will irretrievably file
                   your document.

- Click **Next** to file the document.

Step 10   The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of
                   Electronic Filing screen verifies the filing has been sent electronically to the
                   court's database.

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice
  using the browser **File/Save** option or clicking on the **Print** icon. This screen
  will not be displayed again.

- Although the user may click on the **Back** button on the browser and return to
  prior screen displays, nothing will change the fact that the filing has already
  taken place.

- Do not use the **Back** button to make another filing. It is not activated. You
  must select from the Main Menu and start again.

- Clicking on the case number hyperlink identified in blue on the Notice of
  Electronic Filing will take you to the PACER login screen. After logging in,
  the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the document just filed will be displayed.

- Scroll down to see participants who have or have not registered for electronic noticing in this case.